

**OFFICE OF AFFORDABLE HOUSING PRESERVATION  
RESPONSIBILITIES - MARCH 2007**

TOPIC	POINT OF CONTACT	
	PRIMARY	SECONDARY
ACORN (Automated Online Correspondence Network)	Madeline Mickens	TBD
Additional Funds Transactions	Phyllis Cozzens	Minnie Monroe-Baldwin
Administrative Appeals	Claude Dickson	John Hall
Administrative - General - CPO	TaJuana Carrol-Williams	Arnold Taylor
Administrative - General - WPO	Baldwin (Hatch) Hatcher	Michael Sams
Amortization Schedules	Jason Roth	
Archived Records	Lynn Greene	Conralyn Mickens
Asset Assignments - Initial Submission, Appeals, Referral to Underwriter/ Reviewer - CPO	Arnold Taylor	TaJuana Carrol-Williams
Asset Assignments - Initial Submission, Appeals, Referral to Underwriter/ Reviewer - WPO	Baldwin (Hatch) Hatcher	William Dzekashu
Asset Assignments - Initial Submission, Referral to Portfolio Management	Katonia Jackson	Rosemary Franklin
Asset Assignments - Make PAE Assignment per Portfolio Management Direction	Sula Miller	TBD
Assumptions & Subordinations - Policy	Phyllis Cozzens	Minnie Monroe-Baldwin
Assumptions & Subordinations - Transactions	Minnie Monroe-Baldwin	Carolyn Porritt
Bonds - Excess Funds	Claude Dickson	Debbie Garcia (FA)
Bonds - FAF	Claude Dickson	Debbie Garcia (FA)
Bonds - M2M Eligibility	Claude Dickson	Debbie Garcia (FA)
Booking Letters (set up of new M2M loans)	Tanya Hawkins Mingo	
Cash Manager (CM) Research and Questions	Tanya Hawkins Mingo	Jo Anne Garrison
Claims Payment Triggers	Patty Casey	Tanya Hawkins-Mingo
Closing Coordinator - WPO	Simon Tyaba	William Dzekashu
Closing Coordinator - CPO (CreditVest, Ontra)	Nancy Richards	LaChrisa McKinney
Closing Coordinator - CPO (Heskin)	LaChrisa McKinney	Nancy Richards
Closing/Post Closing Management	Patty Casey	
Closing/Post Closing Technical Management/HUD Program Management	Jo Anne Garrison	
Computer Hardware and Software Assistance	C.J. Reed	
Confirmation of Deposits to Escrow for Closing	Lynn Greene	Jason Roth
CRN Correction Invoices	Tanya Hawkins Mingo	Jo Anne Garrison
DAP Entries and Updates	Lynn Greene	Jason Roth
DAP New FHA Number Issuances	Lynn Greene	Jason Roth
Data Integrity - CPO	Arnold Taylor	Realty Tech per PAE
Data Integrity - HAP Extensions - WPO	Baldwin (Hatch) Hatcher	William Dzekashu
Debt Restructuring Specialist - CreditVest, Ontra	Rita Brown	TaJuana Carrol-Williams (RA)
Debt Restructuring Specialist - Heskin & all Public	F. Dennison Shaw	Jenn Krieher (RA)
Debt Restructuring Specialist -First Housing - Heskin Signet	Patricia Amerson	Roger St Paul (FA) RA
Debt Restructuring Specialist -Foley and Judell, Housing Authority of Atlanta - Louisiana Housing	Winifred (Winnie) Dubeck	Kenyatte Irby RA
Debt Restructuring Specialist - NW	Nathan Simms	William Dzekashu RA
Debt Restructuring Specialist - RER - Jefferson County	Phillip Staller	Roger St. Paul (FA) RA
Disaster Assistance Program Planning	Jerry Anderson	Nathan Simms
Docket Reviews- Heskin-Signet, RER, Jefferson County, NW*	Mona Sykes	
Docket Reviews- Foley & Judell, City of Atlanta, Louisiana Housing*	Lynn Greene	
Docket Reviews- Ontra, First Housing, Credit Vest*	Jason Roth	
DPS Contract Management	Jo Anne Garrison	Tanya Hawkins Mingo
DPS Contract Reconciliation	Tanya Hawkins Mingo	Jo Anne Garrison
Exception Rents > 120% FMR Ceiling	Phyllis Cozzens	Minnie Monroe-Baldwin
FHA New Project Numbers	Lynn V. Greene	Jason Roth
Field Communication Calls	Phyllis Cozzens	Carolyn Porritt
FOIA Requests	Claude Dickson	John Hall
F47 Clearance	Jason Roth	Lynn Greene
GAO/IG Liaison	Genevieve A. Tucker	Linda Field

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TOPIC	POINT OF CONTACT	
	PRIMARY	SECONDARY
Green Building Initiative	Ted Toon	Jerry Anderson
Ground Leases	Patty Casey	
Headquarters Loan Committee	Pat Beach/ Rosemary Franklin	Phyllis Cozzens
Hold Requests (Form 2.17)	John Hall	Carolyn Porritt
Intern CPO	Trina Hargrove	
Invoice Reviews CPO	Arnold Taylor	DRS per PAE
Legal Referrals to OGC	Patty Casey	
Mail Tracking System- Portfolio Management	Conralyn Mickens	Pat Beach
Mark-to-Market Information System (MIS)	Katonia Jackson	TBD
Mod Rehab Contract Issues	Minnie Monroe-Baldwin	Carolyn Porritt
OGC Liaison	Claude Dickson	Phyllis Cozzens
OTAG/ITAG Vouchers/ Invoices	Sula Miller	TBD
Owner Request for Refunds of Overpayment of Cash Flow Payments	Tanya Hawkins Mingo	Jo Anne Garrison
PAE Asset Assignment - Decisions Relative to Asset Assignment to PAEs	Genevieve A. Tucker	Linda Field
PAE Exception Rent Cap Waiver	Phyllis Cozzens	Jerry Anderson
PAE Funding	Genevieve A. Tucker	Jason Roth
PAE Invoices WPO	Kimberly Leagan	Baldwin (Hatch) Hatcher
PAE Management	Genevieve A. Tucker	Jason Roth
PAE Pipeline Reporting Package	Genevieve A. Tucker	Linda Field
PAE Vouchers/ Invoices	Sula Miller	TBD
PCPM Contract Management	Linda Field	Jo Anne Garrison
PCPM Liaison; Accelerated Processing	Michael Murphy	Jo Anne Garrison
PCPM Process Management	Rick Daugherty	Dao Vuong
Pipeline Reporting Package	Genevieve A. Tucker	
Portfolio Management: Closing, Post Closing, REAT, PCPM and Asset Assignment Management	Linda Field	
Post -Closing Deal Specific Booking Questions	Tanya Hawkins Mingo	Mona Sykes
Post-Closing Loan Committee	Minnie Monroe-Baldwin	Carolyn Porritt
Post Closing Reviews	Lynn Greene, Mona Sykes, Jason Roth	
PPC Packages	Jason Roth	Lynn Greene
PRA Amendments	Genevieve A. Tucker	Linda Field
PRA Default Letters	Genevieve A. Tucker	Linda Field
Problem Owner/ Property (POP) Committee	Phyllis Cozzens	Tracy Barnes (FA)
Processing of M2M Note Assignment to Cash Management (CM)	Tanya Hawkins Mingo	Mona Sykes
Production Calls (with Preservation Offices)	Phyllis Cozzens	Jerry Anderson
Production Office Management CPO	Harry West	Nancy Richards
Production Office Management WPO	Donna Rosen	Larry Pack
Qualified Non-Profit Determinations	John Hall	Carolyn Porritt
Qualified Non-Profit Debt Relief Processing	John Hall	Carolyn Porritt
Reality Checks (236 and Additional Funds)	Minnie Monroe-Baldwin	Carolyn Porritt
Records Management WPO	Howard Westray	William Dzekashu
Recurring Themes Report	Carolyn Porritt	Phyllis Cozzens
Rehabilitation Escrow Administration Manager	Rick Daugherty	Dao Vuong
Resource Desk Broadcasts ("gatekeeper")	Phyllis Cozzens	Jerry Anderson
Savings Calculations	Katonia Jackson	Phyllis Cozzens
Surplus Cash Analysis (SCA) Program Information	Michael Murphy	
SCA Questions Contact from Owner	Michael Murphy	Jo Anne Garrison
SCA Status	Michael Murphy	Jo Anne Garrison
Section 8 HAP Contract Issues	Claude Dickson	John Hall
Section 236 Program Issues	Minnie Monroe-Baldwin	Carolyn Porritt
Subordination Agreement Referrals to OGC	Patty Casey	
Time and Attendance	Rosemary Franklin	Pat Beach/ Vera Scott
Title Questions	Patty Casey	Tanya Hawkins Mingo
TRIO (514 Grant Program)	John Prusch	TBD
Underwriting Reviewers- CPO	Glenda Brown, Mary Rodriguez	

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TOPIC	POINT OF CONTACT	
	PRIMARY	SECONDARY
Underwriting Reviewers- WPO	Don Hunt, Frederick Harris, Barbara Listokin	
Unmatched Rents	Claude Dickson	Rosemary Franklin
Waivers- Closing time requirements	Linda Field	Patty Casey
Waivers - OPG	John Hall	Phyllis Cozzens
Waivers - Regulations	John Hall	Phyllis Cozzens
Watch List Removals	Claude Dickson	Katonia Jackson
Website Administration	Katonia Jackson	TBD
2.15 Processing	Sula Miller	Jennie Tucker
2.15 Waivers in Excess of \$15,000	Genevieve A. Tucker	Linda Field
2.16 Processing	Sula Miller	Jennie Tucker
2.16 Reentry Processing	Genevieve A. Tucker	Linda Field
221(d)(4)/M2M closings	Patty Casey	
236 IRP Reality Check at Closing	Tanya Hawkins Mingo	Dawn Bellinger (FA)
4.11/4.12 Processing	Jason Roth	Lynn Green
514 Grant Program (TRIO)	John Prusch	TBD
7.21 Interim/Final Settlement Statements	Tanya Hawkins Mingo	

\* Portfolios redistributed periodically

If you have questions about a point of contact for OAHP responsibilities, please contact:

Phyllis Cozzens, Director, Headquarters Preservation Office,  
Linda Field, Director, Headquarters Portfolio Management Office  
Donna Rosen, Director, Washington Preservation Office  
Harry West, Director, Chicago Preservation Office